



GSA Northeast and Caribbean Region

# Procurement Directory

GSA: BUILDING SMALL  
BUSINESS CAPACITY  
FOR THE 21<sup>ST</sup> CENTURY

2003-2004

## **U.S. GENERAL SERVICES ADMINISTRATION**

If you have a product or service to sell, it's probably something that the U.S. General Services Administration (GSA) buys. Each year, GSA – the Federal Government's business manager, supplies and services buyer, real estate developer, telecommunications manager, and computer solutions provider – contracts for billions of dollars worth of products and services. Because it provides the workspace, supplies, equipment and support that other federal agencies need to do their jobs, GSA is one of the Federal Government's biggest buyers.

Most of GSA's buying is handled by its three major business lines: The Federal Supply Service (FSS), the Public Buildings Service (PBS) and the Federal Technology Service (FTS). FSS procures almost \$6 billion worth of goods and services annually for U.S. Government agencies throughout the world. Purchases range from pencils and paper to information technology services. PBS is responsible for planning, designing, building, restoring, renovating, decorating, providing landscaping for, and leasing (civilian occupied) Government owned buildings and other facilities. It is also responsible for the operation, maintenance and security of its buildings. FTS provides value-added information technology solutions and network services through FTS associates and contracted vendors through in-place contracts.

GSA has implemented a single, agency-wide electronic posting system called FedBizOpps ([www.fbo.gov](http://www.fbo.gov)) for soliciting quotations, bids and proposals from prospective vendors in excess of \$25,000. GSA provides paper copies of solicitations *only when it does not anticipate adequate competition for an acquisition*. This Internet-based system improves the efficiency of the acquisition process. FedBizOpps also provides contractors access to agency business opportunities in their specific areas of interest. You are encouraged to visit the site [www.fbo.gov](http://www.fbo.gov), to register to receive, via e-mail, notification of solicitations and awards.



## **WHERE TO START AND WHERE TO GET ASSISTANCE**

If you are interested in doing business with the Federal Government or wish to know more about contracting opportunities with the U.S. General Services Administration (GSA), the place to start is the Small Business Utilization Center.

The Small Business Utilization Center is commonly referred to as the “Front Door” to GSA. There is a Small Business Utilization Center located within each of the eleven GSA regions across the country.

As the “Front Door,” the Small Business Utilization Center should be one of your first points of contact if you as an individual or a company are interested in doing business with the Federal Government. Each center is staffed with Counselors who can provide you with information or assistance on any one of the following:

1. Obtaining information about the FedBizOpps web site (most solicitations are posted on this web site) and information about other solicitations that may not be posted on FedBizOpps;
2. Introducing a new item for the government to purchase;
3. Learning about current bidding opportunities with GSA;
4. Receiving bid abstracts to find out the past bidding history on upcoming solicitations. (Note, however, that all abstracts for negotiated procurements must be requested under the Freedom of Information Act);
5. Logging on to the Small Business Administration’s Pro-Net program and GSA’s Home Page on public computers. Pro-Net is an invaluable means for small, small-disadvantaged, hubzone-small, women-owned small and veteran-owned businesses to publicize themselves to the large business community and contracting personnel; and
6. Receiving general business counseling services.

For the address and phone number of the Small Business Utilization Center closest to you, please see the listing of Small Business Utilization Centers in the back of the directory.

# **GENERAL SERVICES ADMINISTRATION NORTHEAST AND CARIBBEAN REGION PROCUREMENT DIRECTORY**

**REVISED OCTOBER 2003**

To assist you with marketing your products/services to federal agencies in the Northeast and Caribbean Region (New York, New Jersey, Puerto Rico and the Virgin Islands), listed below are the names and addresses of Federal as well as State and City civilian agencies and branches of the Armed Services in this area, where purchasing is done or relevant purchasing information is available. In the right column are the names of the Small Business Specialists or other officials who advise and guide persons seeking to do business with the government. This list will save you considerable time, especially in making an initial contact with a purchasing agency.

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

U.S. General Services Administration  
Program Support and Human  
Resources Division  
Small Business Utilization Center  
Room 18-130  
New York, NY 10278

Small Business Specialists  
Colleen Pappas  
colleen.pappas@gsa.gov  
Janice Bracey  
janice.bracey@gsa.gov  
Telephone: 212 264.1234

Through its three business lines, the Federal Supply Service (FSS), the Federal Technology Service (FTS) and the Public Buildings Service (PBS), the U.S. General Services Administration buys a myriad of items from office supplies and paper products to information technology supplies and services, to building, leasing, maintaining, repairing and securing federal office buildings. The Small Business Utilization Center is not a purchasing or contracting office, but Small Business Utilization Center personnel can point you in the right direction if you are interested in selling your product and/or service to Federal, State and City agencies.

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

The U.S. General Services Administration also staffs customer service personnel within the three business lines to assist you in working with GSA. The customer service personnel for the three business lines are listed below.

U.S. General Services Administration Federal Supply Service Customer Service and Marketing 26 Federal Plaza – Room 20-100D New York, NY 10278	Director Judy B. Poskanzer judy.poskanzer@gsa.gov Telephone: 212 264.0305
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Ms. Poskanzer is the customer service representative for the GSA Federal Supply Service.

U. S. General Services Administration Public Buildings Service- Procurement Policy & Measures Branch 26 Federal Plaza – Room 1703 New York, NY 10278	Chief Warren Hall- warren.hall@gsa.gov Telephone: 212 264.4241
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Mr. Hall is the customer service representative for the GSA Public Buildings Service.

U.S. General Services Administration Federal Technology Service Business Management Branch 26 Federal Plaza – Room 1809 New York, NY 10278	Director David Monahan david.monahan@gsa.gov Telephone: 212 264.3571
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Mr. Monahan is the customer service representative for the GSA Federal Technology Service.

U.S. General Services Administration Federico Degetau Federal Building 150 Carlos Chardon St. – Room 350 Hato Rey, PR 00918-1746	Contracting Officer Wanda Cadilla wanda.cadilla@gsa.gov Telephone: 787 281.4909
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Ms. Cadilla is the Caribbean area Public Buildings Service customer service representative for contracts for construction and building services.

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

### **U.S. Small Business Administration Offices**

U.S. Small Business Administration  
Office of Government Contracting Area 1  
26 Federal Plaza – Room 3100  
New York, NY 10278

Business Size Information  
Telephone: 212 264.1452  
Melville: 631 454-0750

U.S. Small Business Administration  
New York District Office  
26 Federal Plaza – Room 3100  
New York, NY 10278

Loan Information  
Telephone: 212 264.1481

U.S. Small Business Administration  
New York District Office  
26 Federal Plaza – Room 3100  
New York, NY 10278

Pro-Net Information  
Telephone: 212 264.7756

U.S. Small Business Administration  
New York District Office  
26 Federal Plaza – Room 3100  
New York, NY 10278

8(a) Information,  
HUBZone Information,  
Small Disadvantaged  
Business Certification  
Telephone: 212 264.4322

U.S. Small Business Administration  
Buffalo District Office  
Federal Building – Room 1311  
111 West Huron Street  
Buffalo, NY 14202

Business Opportunity Specialist  
Laura McCabe  
Telephone: 716 551.4416

U.S. Small Business Administration  
Rochester Branch  
Federal Building  
100 State Street – Room 410  
Rochester, NY 14614

Branch Manager  
F. Peter Flihan  
Telephone: 585 263.6700

U.S. Small Business Administration  
Elmira Branch  
333 East Water Street, 4<sup>th</sup> Floor  
Elmira, NY 14901

Acting Branch Manager  
Brian J. Qualey  
Telephone: 607 734.8130

U.S. Small Business Administration  
Melville Branch  
35 Pinelawn Road – Room 207W  
Melville, NY 11747

Business Size Information  
Sandy Liu  
Telephone: 631 454.0750

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

U.S. Small Business Administration  
Puerto Rico and Virgin Islands  
District Office  
Citibank Towers – Room 201  
252 Ponce de Leon Avenue  
Hato Rey, PR 00918

District Director  
Ivan Irizarry  
Telephone: 787 766.5572

The Small Business Administration provides financial assistance, management assistance and assistance in obtaining government contracts including Research & Development and subcontract work.

### **SCORE Chapters (Service Corps of Retired Executives)**

The Service Corps of Retired Executives (SCORE) provides free counseling to all types of small businesses.

Manhattan, New York City  
Queens, New York  
Brooklyn, New York  
Staten Island, New York  
White Plains, New York

Telephone: 212 264.4507  
Telephone: 718 263.8961  
Telephone: 718 623.7000 x1261  
Telephone: 718 727.1221  
Telephone: 914 948.3907

### **Small Business Development Centers:**

The Small Business Development Centers (SBDCs) are part of a program funded by the U.S. Small Business Administration that provide one-on-one business advice and training, at no cost, on how to start and finance a business.

To find out if there is a SBDC in your area, call 1800 732.SBDC or visit [www.nysbdc.org](http://www.nysbdc.org).

Listed below are a few of the SBDCs in the New York area.

Lehman College  
Bronx, New York

Telephone: 718 960.8806

College of Staten Island  
2800 Victory Blvd.  
Staten Island, New York

Telephone: 718 982.2560

Mercy College  
Dobbs Ferry, New York

Telephone: 914 674.7485

Pace University- Pace Plaza  
New York, New York

Telephone: 212 346.1900

York College-City University of  
NY-Jamaica, New York

Telephone: 718 262.2880

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

### **Small Business Development Centers Cont'd**

State University of New York  
Stony Brook, New York

Telephone: 631 632.9070

### **Procurement Technical Assistance Centers (PTACs)**

Defense Procurement Technical Assistance  
Center NJ Institute of Technology  
240 Martin Luther King, Jr. Blvd.  
Newark, NJ 07102

Contact:  
Dolcey Chaplin  
Telephone: 973 596.5807

Union County Economic Development  
Corp.-Liberty Hall Corporate Center  
1085 Morris Avenue, Ste 531  
Union, NJ 07083

Contact:  
Shashee Joshi  
Thomas Dey  
Telephone: 908 527.1166

South Bronx Overall Economic  
Development Corporation (SOBRO)  
555 Bergen Avenue  
Bronx, NY 10455

Contact:  
Tita Gray  
Telephone: 718 292.3113

LaGuardia Community College  
Procurement Technical Assistance Center  
31-10 Thomson Avenue  
Long Island City, NY 11101

Contact:  
Benjamin B. Hunt  
Telephone: 718 482.5315

Long Island Development Corp.  
45 Seaman Avenue  
Bethpage, NY 11714

Contact:  
Sol Soskin  
Telephone: 516 433-5000

Rockland Economic Development Corp.  
One Blue Hill Plaza  
P.O. Box 1575  
Pearl River, NY 10965-1575

Contact:  
Maryann Williams, Director  
Technical Assistance  
Telephone: 845 735.7040

Procurement Technical Assistance  
Center P.O. Box 36250  
San Juan, PR 00922-2350

Contact:  
Julie Santana  
Telephone: 787 753.6861



## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

### **Procurement Technical Assistance Centers Cont'd**

Procurement Technical Assistance Center Rochester Business Alliance 40 Commercial Street Rochester, NY 14614	Contact: Elizabeth Perry Telephone: 585 327.5904
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Procurement Technical Assistance Centers offer a wide variety of services to entrepreneurs and prospective federal vendors including training courses, matching vendors with active government procurement requests and assistance in preparing government bids.

Opportunity Development Association 12 Heyward Street Brooklyn, NY 11211	Contact: George Lazzari, Director of Marketing 718 522.5620
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The Opportunity Development Association is funded by the Minority Business Development Agency and provides funding and procurement assistance for minority businesses in Brooklyn and Staten Island, including the Hassidic Jewish population.

### **Federal Government Procurement – Civilian - Cont'd**

U.S. Department of Homeland Security Environmental Measurements Lab 201 Varick Street, 5 <sup>th</sup> Floor New York, NY 10014	Small Business Specialist Frances Di Pasqua Telephone: 212 620.3610
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U. S. Department of Energy 53 Bell Avenue, Building 464 Upton, NY 11973	Small Business Specialists Robert P. Gordon Timothy Drawbridge Telephone: 516 344.3346
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The U.S. Department of Energy is responsible for procuring laboratory and electronic equipment, chemical supplies and Automated Data Processing supplies.

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

Internal Revenue Service  
Northeast Area Field Procurement  
Operations  
290 Broadway, 3<sup>rd</sup> Floor  
New York, NY 10007

NE Area Chief Procurement Officer  
Nelson Mellitz  
Telephone: 212 436.1842  
Small Business Specialist  
Deborah Forster  
Telephone: 212 436.1481

The Internal Revenue Service contracts for a variety of supplies/services for their customers.

U.S. Treasury Department-U.S. Mint  
151 N. Independence Mall E.  
Philadelphia, PA 19106

Small Business Specialist  
Howard Morgan  
Telephone: 215 408.0160

The U.S. Treasury Department procures parts for specialized machinery.

U.S. Department of Transportation  
Maritime Administration  
U.S. Merchant Marine Academy  
Kings Point, NY 11024

Small Business Specialist  
Frank Todesco  
Telephone: 516 773.5258

The U.S. Department of Transportation contracts for construction and procurement of supplies/equipment for the Merchant Marine Academy.

U.S. Department of Transportation  
Federal Aviation Administration  
159-30 Rockaway Blvd.  
Jamaica, NY 11434

Small Business Specialist  
Theresa Mirro-AE-55  
Telephone: 718 553.3079

The U.S. Department of Transportation contracts for construction of buildings, landing systems for airports and procurement of radio and radar wire communications, janitorial services, ground maintenance and guard services.

United States Postal Service  
Windsor Purchasing & Materials  
Service Center  
8 Griffin Road North  
Windsor, CT 06095-1572

Supervisor, Diversity Coordinator  
Lillian Perkins  
Telephone: 860 285.7720

United States Postal Service  
New York Administrative Services Division  
JAF Building-421 8<sup>th</sup> Avenue  
New York, NY 10199

Purchasing Specialist  
Joseph Relna  
Telephone: 212 330.2119

The U.S. Postal Service procures mail handling equipment and contracts for construction and repair of Post Office buildings.

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

U.S. Department of Interior  
National Park Service  
26 Wall Street, 3<sup>rd</sup> Floor  
New York, NY 10005

Small Business Specialist  
Pam Pryor  
Telephone: 212 825.6871

The U.S. Department of Interior is responsible for procuring office supplies, materials, lumber, paint and paper products.

U.S. Department of Justice  
Federal Bureau of Prisons  
Metropolitan Correctional Center  
150 Park Row-New York, NY 10007

General Information  
Telephone: 212 240.9656

The U.S. Department of Justice procures subsistence items for the federal prison system.

U.S. Department of Commerce  
Minority Business Development Agency  
26 Federal Plaza, Room 3720  
New York, NY 10278

Contact:  
Mary Granger  
Telephone: 212 264.3262

The U.S. Department of Commerce seeks to provide assistance to facilitate business formation, business expansion and employment creation through increased participation of minority, small and women owned businesses and entrepreneurs.

U.S. Government Printing Office  
New York Regional Procurement Office  
201 Varick Street, Room 709  
New York, NY 10014

Assistant Manager  
Ira Fishkin  
Telephone: 212 620.3321

The U.S. Government Printing Office contracts for printing services for the Federal Government.

U.S. Patent and Trademark Office  
CPU 22  
2121 Crystal Drive  
Arlington, VA 22202

General Information  
703 305.8600

The U.S. Patent and Trademark Office is responsible for issuing patents and trademarks.

## **FEDERAL GOVERNMENT PROCUREMENT – CIVILIAN**

U.S. Dept. of Health & Human Services  
Parklawn Building, Room 5C26  
5600 Fishers Lane  
Rockville, MD 20857

Small Business Specialist  
Linda Danley  
Telephone: 301 443.1715

The U.S. Department of Health and Human Services is responsible for procuring a variety of office equipment and medical consultant services.

U.S. Department of Veterans Affairs  
810 Vermont Avenue, NW  
Washington, DC 20404

General Information  
Telephone: 202 273.5400

U.S. Department of Veterans Affairs  
Medical Center  
800 Poly Place, Building 4  
Brooklyn, NY 11209

Supply Processing Distribution  
Telephone: 718 630.3568

U.S. Department of Veterans Affairs  
Medical Center  
130 West Kingsbridge Road  
Bronx, NY 10468

Chief, Business Service Center  
John DeCaprio  
Telephone: 718 584.9000 x6196

U.S. Department of Veterans Affairs  
Medical Center  
10 Casia Street  
San Juan, PR 00927-5800

Chief of Procurement  
Telephone: 787 641.7582

The Department of Veterans Affairs procures supplies and services related to facility and patient support.

U.S. Environmental Protection Agency  
290 Broadway Federal Building  
New York, NY 10278

Small Business Specialist  
Otto Salamon  
Telephone: 212 637.3417

U.S. Environmental Protection Agency  
2890 Woodbridge Avenue  
Edison, NJ 08837

Small Business Specialist  
Yolanda Lamela  
Telephone: 732 321.6737

U.S. Environmental Protection Agency  
1492 Ponce De Leon Avenue  
Centro Europa Building  
San Juan, PR 00907-4127

General Information  
Telephone: 787 729.6920

The Environmental Protection agency procures anything from office supplies to analytical testing, laboratory services and equipment.

## **FEDERAL GOVERNMENT PROCUREMENT – MILITARY**

U.S. Department of the Army  
NY District Corp of Engineers  
26 Federal Plaza, 21<sup>st</sup> Floor  
New York, NY 10278

Small Business Specialist  
Kathleen Hirschey  
Telephone: 212 264.4863

The Army contracts for army and air force construction in the New York/New Jersey area and off shore bases; also dredging contracts and engineering services.

U. S. Department of the Army  
U.S. Army Corps of Engineers  
Jackson District San Juan Area  
Office – 400 Fernandez Juncos Ave.  
San Juan, PR 00901

Small Business Specialist  
Pablo Vasquez  
Artilles Construction Office  
Telephone: 787 729.6880

The Army procures general construction and repair work.

ACA, Army Contracting Agency  
SCSA – NR – WP  
U.S. Military Academy, Bldg. 681  
West Point, NY 10996-1514

Small Business Specialist  
Eleanor Lincoln  
Telephone: 845 938.2907

The Army procures maintenance equipment, cadet clothing, athletic equipment, classroom equipment, supplies and services for the academy. Also procures for construction and building repair work.

U.S. Department of the Army  
Watervliet Arsenal  
Watervliet, NY 12189-4050

Small Business Specialist  
Beth Myers  
Telephone: 518 266.5765

This branch of the Army procures research & development for cannons and mortar systems and artillery components, cutting tools, gauges and fixtures.

U.S. Department of the Army  
Ft. Hamilton Military Community  
ANFH-PE Attn: NAF  
Purchasing Room 113 Bldg. 111  
Brooklyn, NY 11252-5110

Contracting Officer  
Anthony Carter  
Telephone: 718 630.4889

The U.S. Department of the Army is responsible for small purchases covering maintenance, service and supplies. Also food service equipment, beverages, and sporting equipment.

## **FEDERAL GOVERNMENT PROCUREMENT – MILITARY**

U.S. Department of the Army  
Tobyhanna Army Depot  
Directorate of Contracting  
11 Hap Arnold Blvd.  
Tobyhanna, PA 18466-5100

Small Business Specialist  
Thomas Garubba  
Telephone: 570 895.7232

Procures supplies and sources for maintenance of the depot. Also base repairs, service contracts.

U.S. Department of the Army  
U.S. Army Communications  
Electronics Command  
Fort Monmouth, NJ 07703

Small Business Specialist  
Kevin Loesch  
Telephone: 732 532.4511

U.S. Department of the Army  
U.S. Army – Headquarters  
Fort Dix – Attn: AFRC-FA-DC  
Fort Dix, NJ 08640-6150

Chief, Small & Disadvantaged  
Business Utilization Office  
Raymond Blauvett  
Telephone: 609 562.2699

Research and development, communications and electronic equipment

U.S. Department of the Navy  
Fleet Industrial Supply Center  
700 Robbins Avenue, Bldg. 2B  
Philadelphia, PA 19111-5083

Small Business Specialist  
Jim McGinley  
Telephone: 215 697.9555

Procures mess attendant services, revision of technical manuals, preparation of personal property; laundry and dry cleaning services, engineering services, educational/training services and A-76 studies.

U.S. Department of the Navy  
Naval Inventory Control – Point P  
700 Robbins Avenue, Code 0061  
Philadelphia, PA 19111-5083

Small Business Specialist  
Nina Evans  
Telephone: 215 697.2806

This naval office procures aircraft spare parts, aeronautical instruments, aeronautical electronic equipment, clocks and marine hardware.

U.S. Department of the Navy  
Naval Inventory Control Point  
P.O. Box 2020 – Code 006  
5450 Carlise Pike  
Mechanicsburg, PA 17055-0788

Small Business Specialist  
Helen Katz  
Telephone: 717 605.6625

This naval office procures repair parts for ships and submarines.

## **FEDERAL GOVERNMENT PROCUREMENT – MILITARY**

U.S. Department of the Navy  
Resident Office in Charge of  
Construction  
Philadelphia Navel Business Center  
4903 South Broad Street  
Philadelphia, PA 11912

Small Business Specialist  
Betty Ann Staab  
Telephone: 215 897.6492

This naval office does contracting for shipyards.

U.S. Department of the Navy  
Engineering Field Activity Northeast  
10 Industrial Highway  
Lester, PA 19113-2097

Small Business Specialist  
Jerry Chapman  
Telephone: 610 595.0629

This naval office does contracting for construction, architectural engineering and environmental services.

U.S. Department of the Navy  
Supply Operations  
Purchasing Branch – Box 500  
Code 244.56, Building 87-2  
Groton, CT 06349-5500

Small Business Specialist  
Thomas J. Ott  
Telephone: 860 694.4251

This naval office procures supplies and services for maintenance of the navy base vessels afloat.

U.S. Department of the Air Force  
Electronic Systems Center BC  
275 Randolph Road  
Hanscom Air Force Base  
MA 01731-2818

Small Business Specialist  
David Condon  
Telephone: 781 377.4973

This Air Force office procures research & development geophysics, electronic ground environments, air defense system, navigation systems, countermeasures, computers, radar, data processing components, techniques and engineering.

U.S. Department of the Air Force  
Rome Laboratory/PKO  
26 Electronic Parkway  
Griffiss Air Force Base  
New York, 13441-4514

General Information  
Telephone: 315 330.2507

This Air Force Office procures research and development in ground electronics.

## **FEDERAL GOVERNMENT PROCUREMENT – MILITARY**

U.S. Department of the Air Force  
McGuire Air Force Base  
305 CONS/LGC  
2402 Vandenberg Avenue  
McGuire Air Force Base  
New Jersey 08641-5320

Deputy Commander  
Major Sandra Sheasley  
Telephone: 609 724.5929

This Air Force office procures supplies and services for maintenance of the base, base repairs and commissary items.

Defense Logistics Agency  
Defense Supply Center of Philadelphia  
700 Robbins Avenue  
Building 36, 2<sup>nd</sup> Floor  
Philadelphia, PA 19111-5096

Associate Director  
Michael McCall  
Telephone: 800 831.1110

This Defense Logistics office procures uniforms including footwear, tents, insignia, subsistence, medical supplies and equipment, drugs and pharmaceuticals for all military activities. Also procure general and industrial supplies.

Defense Logistics Agency  
Defense Supply Center  
8000 Jefferson Davis Highway  
Richmond, VA 23297-5124

Small Business Specialist  
John H. Henley  
Telephone: 800 277.3603

This Defense Logistics office procures laundry and dry cleaning equipment, printing and duplication equipment, motors, generators, antenna equipment and tenting equipment.

Defense Logistics Agency  
Defense Energy Support Center  
8725 John Jay Kingman Road  
Fort Belvoir, VA 22060-6222

Small Business Specialist  
Ms. Temple Ferrell  
Telephone: 800 523.2601

This Defense Logistics office procures motor gasoline, heating oil and lubricants and electricity.



## **FEDERAL GOVERNMENT PROCUREMENT – MILITARY**

### **Defense Contract Management Area Offices, ARMY-NAVY-AIR FORCE DSA and NASA Contracts (DCM)**

DCMA, New York  
207 New York Avenue  
Staten Island, NY 10305

Small Business Specialist  
John Castellane, GNDSB  
Telephone: 718 390.1016/1017

DCMA, Long Island  
605 Stewart Avenue  
Garden City, NY 11533-4761

Small Business Specialist  
Eileen Kelly  
Telephone: 516 228.5722

DCMA Springfield  
Springfield Building 1 ARDEC  
Picatinny Arsenal, NJ 07806-5000

Small Business Specialist  
Mary Nottingham  
Telephone: 973-724.8204

DCMA, Philadelphia  
P.O. Box 11427  
Philadelphia, PA 19111

Small Business Specialist  
Yvette Wright  
Telephone: 215 737.5818

DCMA, Boston  
The Barnes Building  
495 Summer Street, 7<sup>th</sup> Floor  
Boston, MA 02210

Small Business Specialists  
Ann Howell  
Phillip R. Varney  
Telephone: 617 753.4108

DCMA, Boston  
The Barnes Building  
495 Summer Street, 8<sup>th</sup> Floor  
Boston, MA 02210

Small Business Specialists  
Linda Almonte  
Stephen T. Shea  
Telephone: 617 753.4317/8

DCMA, Syracuse-Buffalo  
1103 Federal Building  
111 West Huron Street  
Buffalo, NY 14202

Small Business Specialist  
Major Douglas P. Constant  
Telephone: 716 551.4256

DCMA, Hartford  
130 Darlin Street  
East Hartford, CT 06108-3234

Small Business Specialist  
Carl Kromer  
Telephone: 860 291.7705

DCMA, Syracuse  
615 Erie Blvd., West  
Syracuse, NY 13204

Small Business Specialist  
Ralph Vinciguerra  
Telephone: 315 448.7897

Allied Signal, Inc.  
Aerospace Equipment Systems  
Tempe 1300 W. Warner Road  
Tempe, Arizona 85285  
(Handles DCMO, Stratford, CT)

Small Business Specialist  
Eric Pawlik  
Telephone: 602 893.4549

## **NEW YORK STATE PROCUREMENT**

NYS Dept. of Economic Development  
Minority & Women Business Division  
633 Third Avenue, 32<sup>nd</sup> Floor  
New York, NY 10017

General Information  
Telephone: 800 STATE NY

NYS Dept. of Economic Development  
NYC Regional Office  
633 Third Avenue, 31<sup>st</sup> Floor  
New York, NY 10017

Business Development Specialist  
Eileen Germaine  
Telephone: 518 292.5220

These agencies provide marketing and technical assistance regarding State and Federal procurements

Empire State Development  
30 South Pearl Street, 2<sup>nd</sup> Floor  
Albany, NY 12245

Economic Development Specialist  
Eileen Germaine  
Telephone: 518 292.5220

This office gives advice to small businesses on how they can sell to the New York State Government.

Office of General Services  
Corning Tower Building, 38<sup>th</sup> Floor  
Empire State Plaza  
Albany, NY 12242

Procurement Services Group  
Walter Bikowitz  
Telephone: 518 474.6710

The Office of General Services creates contracts for commodities, services and technology services.

## **NEW JERSEY STATE PROCUREMENT**

New Jersey Office of Small Business  
Mary G. Roebling Building  
P.O. Box 820  
Trenton, NJ 08625-0820

Program Administrator  
Margie Greene  
Telephone: 609 292.2146

The Office of Small Business certifies small, women-owned and minority owned businesses for procurement at the state level and for the private sector.

New Jersey Department of Labor  
Labor Building, 6th Floor,  
P.O. Box 955  
Trenton, NJ 08625

Small Business Specialist  
Cecil C. Dunn  
Telephone: 609 984.7617

This agency acquires supplies and services for maintenance of State agencies.

## **NEW YORK CITY PROCUREMENT**

NYC Department of Citywide  
Administrative Services- Div. Of Municipal  
Supplies and Services  
One Centre Street, 18<sup>th</sup> floor  
New York, NY 10007

Dir. Office of Vendor Relations  
Jeannette M. Megna  
Telephone: 212 669.8562

This office acquires supplies and services for New York City agencies.

NYC Dept. of Small Business Services  
110 William Street, 2<sup>nd</sup> Floor  
New York, NY 10038

Procurement Outreach Program  
Gordon Richards  
Telephone: 212 513.6356

This office provides information and assistance on city, state and federal procurement opportunities. Also offers various programs to assist the small business community.

NYC Housing Authority-Department of  
Equal Opportunity  
Office of Business Opportunity  
250 Broadway, 27<sup>th</sup> Floor  
New York, NY 10007

Procurement Outreach  
Evelyn Diana  
Telephone: 212 306.4654

The New York City Housing Authority is responsible for procuring supplies and services for all of their housing developments throughout New York City.

## **GENERAL INFORMATION**

U.S. General Services Administration  
Specification Unit (WFSIS)  
470 East L'Enfant Plaza SW, Ste 8100  
Washington, DC 20407

General Information  
Telephone: 202 619.8925

Central distribution point for federal specifications, standards and commercial item descriptions.

Document Automation Production Service  
700 Robbins Avenue, Building 4D  
Philadelphia, PA 19111-5094

General Information  
Telephone: 215 697.2179

Central distribution point for specifications and standards used by the Department of Defense for military procurement.

Headquarters Army & Air Force Exchange  
2727 LBJ Freeway  
Dallas, TX 75234

Small Business Manager  
Meg Kerr-Santy  
Telephone: 800 711.6830/1666

Contracting with Army and Air Force Exchange and PX stores. Purchase retail merchandise, supplies, equipment and services.

## **U.S. General Services Administration's** **SmartPay**

GSA SmartPay is the Federal Government's new charge card for procuring products and services needed in the performance of the Government's business. The General Services Administration awarded contracts to six vendors (Citibank, First National Bank of Chicago, Mellon Bank, NationsBank and U.S. Bank) to provide Government employees with either a VISA, Mastercard or American Express.

### **The advantages to accepting GSA SmartPay are:**

- More than 250,000 Government employees have a purchase card.
- The purchase card may be mandated as the payment tool for purchases under the micropurchase threshold at some agencies.
- Preferred merchant for Government business.
- Simplifies order taking for merchants-no government order forms to process.
- Payment is made electronically to the merchant within 72 hours.
- Billing and collection costs are reduced.
- Facilitates electronic orders.

### **Accepting the GSA SmartPay Card:**

If your company accepts VISA, Mastercard or American Express, you can accept GSA SmartPay cards today. Transactions are processed through your existing merchant account. If you do not currently accept these cards, contact a local bank or the GSA SmartPay contractors listed below to establish a merchant account.

### **Establishing a merchant account:**

Submit an application to your selected bank.

#### **Cost to merchant:**

Fees for transactions are paid directly by merchants to their bank. The cost of accepting VISA or Mastercard is negotiated between you and the selected bank. Cost is based on the volume of transactions processed and the averaged size of your transactions. Merchants must purchase or lease the necessary equipment from their bank or other suppliers. GSA SmartPay contractors offer merchant services to merchants who do business with the Government. GSA SmartPay contractors may offer more favorable terms and conditions for both transaction fees and equipment.

For more information, visit GSA's website at <http://pub.fss.gsa.gov/services/gsa-Smartpay>.

The following are GSA SmartPay contractors you may wish to contact to establish a merchant account:

U.S. Bank 800 334.1941

First National Bank of Chicago 800 984.9982  
[www.1stchicagofederalcard.com](http://www.1stchicagofederalcard.com)

NationsBank 888 38EAGLS

Citibank 888 474.0317  
[www.citibank.com](http://www.citibank.com)

Mellon Bank 800 832.5212  
<http://gsa/mellon.com>



**WHAT IS PRO-Net?**  
**<http://pronet.sba.gov>**

**PRO-Net** is the U.S. Small Business Administration's ***Procurement Marketing and Access Network***. It is an online, interactive, electronic gateway of procurement information – for and about small businesses.

It is a ***search engine*** for contracting officers, a ***marketing tool*** for small firms and a ***“link”*** to ***procurement opportunities*** and important information.

**A Search Engine**

**PRO-Net** is an internet-based database of information on disadvantaged, 8(a) and women owned businesses. The SBA projects it will contain more than 200,000 firms by the end of fiscal year 1999. **PRO-Net** is free to federal and state government agencies as well as prime and other contractors seeking small business contractors, subcontractors and/or partnership opportunities. **PRO-Net** is open to all small firms seeking federal, state and private contracts.

Businesses profiled on the **PRO-Net** system can be searched by SIC codes; key words; location; quality certifications; business type; ownership race and gender; EDI capability, etc.

**Marketing Tool**

A virtual one-stop procurement shop for government contracting, **PRO-Net** makes small business profiles available to federal, state and local government contracting officers, as well as to private-sector businesses looking for contractors, subcontractors, teaming arrangements or partnerships.

The electronic profile of each registered small business includes the identification of the business (including world-wide-web and e-mail addresses, if available) organization and/or ownership, products and services, and performance history. The profile also describes the firm's Electronic Data Interchange capability. Profiles provide vendors an opportunity to put a controlled “marketing spin” on their businesses. Companies with “homepages” can link their web site to their **PRO-Net** profile, creating a very powerful marketing tool.

**A Link To Procurement Opportunities**

As an electronic gateway, **PRO-Net** provides access and is linked to the Commerce Business Daily (CBD), agency homepages and other sources of procurement opportunities. The system is also linked to key sources of information, assistance and training.

**For More Information**

SBA Answer Desk: 1 800-U-ASK-SBA

U.S. Small Business Administration  
SUB-Net System  
[www.sba.gov](http://www.sba.gov)

WHAT IS SUB-Net?

Prime contractors will use the U.S. Small Business Administration's SUB-Net system to post subcontracting opportunities. These may or may not be reserved for small businesses, and they may include either solicitations or other notices – for example, notices of sources sought for teaming partners and subcontractors on future contracts. Small businesses can review this web site to identify opportunities in their areas of expertise. While the web site is designed primarily as a place for large businesses to post solicitations and notices, it can also be used by federal, state and local governments, non-profit organizations, colleges and universities, and small businesses for the same purpose.

The new web site will shift the traditional marketing strategy from the shotgun approach to one that is more focused and sophisticated. Instead of marketing blindly to hundreds of prime contractors, with no certainty that any given company has a need for their product or service, small businesses can use their limited resources to identify concrete, tangible opportunities and then bid on them.

HOW TO USE SUB-Net

To search for a solicitation or a notice:

You can search for subcontracting opportunities in several ways. First, if you are looking for opportunities in a particular industry, you can search for all solicitations and Notices of Sources Sought by the North American Industrial Classification System (NAICS) code for that industry. From the main menu (go back one screen), simply click on "Search for Solicitation," then click on "Search the database" and then enter the five-digit NAICS code for your industry. This is the fastest way for you to see if there is anything on the bulletin board that interests you. If you don't know the NAICS code for your industry, SUB-Net provides a hot-link to the NAICS code web site, so you can look it up first.

If you would rather not search by NAICS code, you can search a number of other ways such as by NAICS code (see next paragraph), generic description, or solicitation number.

If you would rather not worry about the NAICS code, or if you want to look at every opportunity on the bulletin board regardless of industry, you can click on "View all solicitations." This will display everything on the bulletin board for which the bid date has not yet expired.

When you find a solicitation or notice that appeals to you, simply print out a hard copy (for your records) and contact the point-of-contact at the company for a copy of the complete bid package. Everything posted on SUB-Net will have the name, telephone number, fax number and e-mail address of a person to contact for questions or additional information.

#### TO POST A SOLICITATION OR A NOTICE:

From the main menu, click on “Post a Solicitation or a Notice.” If this is the first time you have used SUB-Net for this purpose, you will need to register your firm in the system. The next screen will give you this option. Simply fill out the required information and click on the “Submit” button at the bottom of the screen. You may also post one (1) solicitation or notice at the same time; however, since this is your first use, SBA will need two (2) business days to process your request. After that, you will be able to post solicitations and notices and see them “go live” instantaneously.

To post a solicitation or a notice, go back to the main menu, click on the menu selection by the same name, and follow the instructions. You may find it easier to identify the NAICS code of the product or service you are procuring before you begin and you can use the hot-link above to do so. (Page up once or twice and look for “Go here to NAICS code listing.”)

If you are successful in making an award, we would like you to return to SUB-Net and give us the results (the awardee’s name, the dollar amount, the business category and the number of responses to the solicitation). This information is for SBA’s own use and will not be made public without your permission, except in the aggregate for statistical purposes.

If you need assistance, you may contact your local SBA representative.





## **WHAT IS e-BUY?**

e-Buy is an online Request for Quotes (RFQ) tool, which allows Federal buyers to obtain quotes and issue orders for products and services offered through GSA's Multiple Award Schedules (Multiple Award Schedules) program.

Using e-Buy, Federal buyers may prepare and post an online Request for Quote (RFQ) for specific services and products for designated periods of time.

Vendors are automatically listed under their awarded Special Item Number (SIN) categories. Posted Request for Quotes are available for review by all vendors awarded the SIN category. In addition, Federal buyers have the option of sending an e-mail notice to some or all vendors under the applicable SIN category. The e-mail feature allows buyers, based on market research, to notify a specific vendor under the SIN category. The posting of all Request for Quotes on a website for review combined with the ability of Federal buyers to send e-mail notices to specific vendors based on market research, enhances competition, transparency and efficiency.

Vendors viewing the posted Request for Quotes may submit an offer under their awarded SIN category.

Once the RFQ has closed, Federal buyers may then evaluate and accept the quote (s) that represent the best value. Orders may be issued, through GSA *Advantage!*<sup>TM</sup> or their own internal system, to any vendor whose quote was accepted.



## **GSA SMALL BUSINESS UTILIZATION CENTERS**

<b><u>Region</u></b>	<b><u>Director &amp; Tele No.</u></b>	<b><u>Mailing Address</u></b>	<b><u>Areas Served</u></b>
New England (1AB)	France Lopez, Director 617 565-8102 Deborah Tarleton 617 565-5231 Fax 617 565-8101	General Services Administration Small Business Utilization Center Thomas P. O'Neill, Jr. Fed. Bldg. 10 Causeway Street, Rm 901 Boston, MA	Massachusetts, Connecticut, Maine, Vermont, New Hampshire & Rhode Island
Northeast & Caribbean (2AR)	Colleen Pappas, Director Janice Bracey 212 264-1234 Fax 212 264-2760	General Services Administration Program Support & Human Resources Division Small Business Utilization Center 26 Federal Plaza, Rm 18-110 New York, NY 10278	New York, Northern New Jersey, Puerto Rico and the Virgin Islands
Mid-Atlantic (3ADS)	Angela C. DiTommaso Director 215 446-4917 Helena Koch 215 656-5525 Fax 215 446-5133	General Services Administration Regional Office of Small Business Utilization The Strawbridge Building 20 North Eighth Street, 9 <sup>th</sup> floor Philadelphia, PA 19107	Pennsylvania, Delaware, W. Virginia, Maryland, Virginia and Southern New Jersey (Princeton down)
Southeast Sunbelt (4AE)	Mildred Quinley, Director 404 331-5103 Rebecca Vanover 404 331-3374 Fax 404 331-1721	General Services Administration Office of Small Business Utilization 77 Forsyth Street, 6 <sup>th</sup> Floor Atlanta, GA 30303	Georgia, Alabama, Florida, Kentucky, N. Carolina, S. Carolina, Tennessee, Mississippi
Great Lakes (5ADC)	Ron Rennhack, Director Jim Czysz Beverly Coley Maureen Cruz 888 353-5383 Fax 312 886-9893	General Services Administration Office of Business and Congressional Services - Small Business Utilization Center 230 South Dearborn Street, Rm 3718 mail stop: 37-5 Chicago, IL 60604	Illinois, Indiana, Ohio, Michigan, Minnesota and Wisconsin
Satellite Office	Anthony D. Outley 614 374-0133		
The Heartland (6ADB)	Pat Brown-Dixon, Director Ruby Rice 816 926-7203 Lois Phillips 816 926-7016 Fax 816 823-1167	General Services Administration Office of Business and Support Services 1500 East Bannister Road, Rm 1161 Kansas City, MO 64131-3088 <a href="http://www.r6.gsa.gov/obss">http://www.r6.gsa.gov/obss</a>	Missouri, Iowa, Kansas and Nebraska

Greater Southwest (7ADB)	Willie Heath, Director La'Vida Barnes Tong Gregg 817 978-3284 817 978-0800 Fax 817 978-0440	General Services Administration Office of Small Business Utilization 819 Taylor Street, Rm 1E13A Fort Worth, TX 76102 <a href="http://www.gsa.gov/regions/enterdev.htm">http://www.gsa.gov/regions/enterdev.htm</a>	Texas, Arkansas, Louisiana, New Mexico and Oklahoma
Rocky Mountain (8AB)	Bernabe "Pennie" Estrada, Director 303 905-5661 Shirley Hopkins 303 236-7408 Fax 303 236-7403	General Services Administration Small Business Utilization Center Federal Center #41, Rm 210 Post Office Box 25006 Denver, CO 80225	Colorado, Montana, Utah, Wyoming, South Dakota and North Dakota
Pacific Rim (9ADB)	Pamela Smith-Cressel, Director Lori Falkenstrom 213 894-3210 Fax 213 894-7658	General Services Administration Office of Small Business Utilization 300 N. Los Angeles Street, Rm 3108 Los Angeles, CA 90012	California, Arizona, Hawaii and Nevada
Satellite Office	Lori Falkenstrom 415 522-2700 Fax: 415 522-2705	Satellite Location: Phillip Burton FOB and Courthouse 450 Golden Gate Avenue, Rm 5-6535 San Francisco, CA 94102-3400	
Northwest/Artic (10AB)	Sheron Snyder, Director 253 931-7956 Fax 253 804-4887	General Services Administration Office of Small Business Utilization 400 15 <sup>th</sup> Street, SW Auburn, WA 98001	Washington, Idaho, Alaska and Oregon
National Capital (WCAB)	Shaunta P. Johnson, Director 202 708-7209 Arnetta Cook 202 708-8711 Fax 202 205-2872	General Services Administration Program Support Division Small Business Utilization Center 7 <sup>th</sup> and D Streets, SW, Rm 1050 Washington, DC 20407	District of Columbia and the nearby Metropolitan Areas of Maryland: (Montgomery and Prince Georges Counties); Virginia: (cities of Alexandria, Fairfax and Falls Church; and Arlington, Fairfax, Loudoun, and Prince William Counties).

## **U.S. General Services Administration (GSA)**

### **Web Sites for Small Businesses**

#### **Federal Business Opportunities**

<http://www.fedbizopps.gov>

#### *GSA's Homepage:*

<http://www.gsa.gov>

#### *GSA Office of Small Business Utilization:*

<http://www.gsa.gov/smallbusiness>

#### *GSA Federal Supply Schedules Program*

<http://pub.fss.gsa.gov/sched/>

#### *GSA Forecast of Contract Opportunities:*

[http://w3.gsa.gov/web/i/ion/con\\_opp.nsf](http://w3.gsa.gov/web/i/ion/con_opp.nsf)

↑Underline key

#### *Contracting Opportunities with GSA (Publication):*

<http://www.gsa.gov/pubs/ctropgsa/ctropgsa.htm>

#### *Small Business Administration:*

<http://www.sba.gov>

#### *Minority Business Development Agency:*

<http://www.mbda.doc.gov/>

#### *GSA Federal Technology Service Information Technology Solutions:*

*(To register as a small purchase IT vendor).*

<http://it-solutions.gsa.gov/>